

MEMO

TO: All City of Boston employees

FROM: Joanne Wisniewski, Office of Human Resources

DATE: August 23, 2021

SUBJECT: Steps to take in preparation for submitting COVID-19 documentation

Dear Colleagues,

Last week, Mayor Janey announced the City's new Vaccine Verification and Regular Testing Policy.

Under this new policy, all City of Boston employees must either verify that they are fully vaccinated against COVID-19 or submit negative COVID-19 test results every 7 days through a secure online portal.

Employees will also be provided paper copies of verification forms for those who cannot complete the process online.

To get ready, we suggest you take the following steps in advance:

STEP 1: Know when you are expected to comply



The secure online portal will open on Monday, August 30, 2021. At that point, you may access the portal to enter your information and upload proof of vaccination or weekly test results.

Everyone must comply by the following deadlines:

- 1. Employees serving high priority populations must comply by **September 20, 2021**. This includes (but is not limited to) the following departments:
 - o Boston Public Schools
 - Boston Centers for Youth & Families
 - Boston Public Libraries
 - Age Strong
 - Commission on Disabilities
 - Others as notified
- 2. Employees who provide public-facing services to City residents must comply by **October 4**, **2021**. This includes (but is not limited to) the following departments:
 - Public Safety
 - Parks
 - o Inspectional Services
 - $\circ \ \ Registry$
 - Parking Clerk
 - Onsite contractors and volunteers who work with departments serving high priority populations (see grouping above)
 - Others as notified
- 3. All other City employees, onsite contractors and volunteers must comply by **October 18, 2021**.





STEP 2: Confirm Your Ability to Log Into Access Boston



Access Boston is the City's online system for employees to access applications and services with a single, convenient login name and password. It is where you will go to access the portal after it opens on August 30.

- 1. **Ensure that you are able to log in to Access Boston** (*url*: *access.boston.gov*) and have a working password before August 30th.
- 2. **Make any required updates or changes to your Access Boston account**. You can change your password, add a new phone or email address to use with multi-factor authentication, and set up the PingID app on your mobile device as needed.
- 3. **If you have any issues logging in or questions about your Access Boston account**, contact the DoIT Service Desk at 617-635-7378.

STEP 3: Obtain your vaccination or test result documents

If you have been fully vaccinated:

You should have received a card or other documentation from your healthcare provider that tells you what COVID-19 vaccine you received, the date you received each dose, and where you received it. The vaccination card is your official record that you were fully vaccinated.

1. **Locate your physical vaccination card.** If you can't find your vaccination card or are unable to obtain a copy, please see the instructions attached to this memo.



- 2. **Create a digital file of your vaccination card.** You may use any of these methods to do so:
 - Use your mobile device to take a clear picture of your card - ensuring that the photo is close and clear enough to read and that all of the information is legible.
 - Use your office scanner to scan and email yourself the scanned file
 - Visit your local library and use the publicly accessible computer and scanner
 - o Use your personal computer and scanner at home
 - o Download a scanner app to your mobile device
- 3. Store the digital file of your vaccination card where you can easily access it when you need to upload it to the portal. Here are some suggestions for storing your digital file so you can pull it up quickly when the time comes:
 - Email it to yourself with a subject line you can easily search for (like "My COVID-19 Vaccination Card 2021")
 - o Save it to your desktop or in a designated folder
 - o Mark the photo as a "Favorite" in your mobile device's camera roll

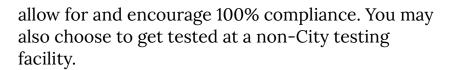
If you are not fully vaccinated <u>or</u> do not intend to verify your fully vaccinated status:

Beginning on the deadline(s) specified above, you will be expected to upload documentation of your negative COVID-19 test result to the online portal every 7 days. To prepare for your required weekly submission:

1. Make a plan to get tested so you are able to receive your results before you are required to upload them to the portal. Testing will be offered by the City free of charge at various times and locations to







- 2. **Reach out to the provider before you go to get tested**. Testing facilities have varying hours and policies regarding the availability of asymptomatic testing and insurance coverage. Check online or call ahead and ask the following questions:
 - Do I need to have symptoms to get tested?
 - o Is testing free?
 - Is it a walk-up or a drive-thru site?
 - o Do I need to make an appointment?
 - How soon will I get my results?
 - o How will I receive my results?
- 3. Make sure the provider knows that you require documentation of your negative test result. When you receive your negative test result, save the file so you are ready to print it and attached it to your paper form or upload it to the portal.

Detailed instructions for accessing the portal and uploading your documentation will follow.

For more details, FAQs, and additional information regarding this policy or process, please see the Vaccination Verification or Required Testing Guide on the Hub at the url:

hub.boston.gov/covidcompliance.

